

Standard operation procedure: Ordering animals from non-commercial suppliers

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ORDERING ANIMALS FROM NON-COMMERCIAL SUPPLIERS

1.0 PURPOSE

- 1.1 To describe the routine for the ordering of animals from laboratories, institutions and the like which do not sell animals on a commercial basis.
- 1.2 To ensure that users order the right type of animals.
- 1.3 To ensure that the animals are housed in rooms with the correct health status.

2.0 DIVISION OF RESPONSIBILITY

- 2.1 The users are responsible for ordering the right type of animals for their experiments.
- 2.2 The PMSK is responsible for approving the importation of animals to KPM after consultation with the veterinary surgeon in charge.
- 2.3 KPM is responsible for drawing up, updating, distributing and revising this SOP.
- 2.4 All users and employees at KPM are responsible for following this procedure at all times.

3.0 PROCEDURE

- 3.1 The user contacts the unit/institution where the animals are housed and receives a confirmation that the animals can be ordered. The unit/organisation in question must appoint a named PMSK or veterinary surgeon in charge.
- 3.2 The user informs KPM that he/she wishes to import animals, giving all the necessary information about the animals and the name of the supplier's PMSK/veterinary surgeon in charge.
- 3.3 The PMSK at KPM checks that the importation complies with the relevant FOTS.
- 3.4 The PMSK or veterinary surgeon in charge at KPM requests health certificates for the animals to be imported. Animals with commercial health status, depending on the pathogens in question, can be housed in the Conventional Unit or in KPM while awaiting rederivation and subsequent rehousing in the MDU/Barrier.
- 3.5 Approval for importation depends on which animals are to be tested, the proportion of animals to be monitored, how the samples are to be analysed and the Department's general routines for animal health monitoring.



- 3.6 Importation will not be allowed if the submitted health reports do not meet the health status requirements for the intended animal housing area. (A detailed list of pathogens that are permitted/not permitted in KPM/KPMe/conventional unit can be found in SOP no. 13-02. See our [homepage](#) for all SOPs)
- 3.7 Equally, importation will not be allowed if the submitted health reports are more than 4 weeks old. In this case, KPM will demand a new health rapport.
- 3.8 If the health certificates are approved and the PMSK at KPM or the manager in charge at KPMe has approved the housing of the imported animals, importation can commence.
- 3.9 Importation may be refused if there is no spare capacity.
- 3.10 The involved parties agree on a convenient date for importation.
- 3.11 Before importation commences, the PMSK at KPM sends the user and supplier an importation list so that they can fill in the necessary information for the registration of the animals at KPM.
- 3.12 The PMSK checks the dokumentation received from supplier and registers the animals in SL (with the help from the SL manager).
- 3.13 Each user is responsible for the organisation of transportation, which must be carried out in compliance with EU and Norwegian regulations (the Importation and Exportation of Animals/The Norwegian Food Safety Authority). UiO does not hold an importation licence. If the importation requires a licence, the user may be referred to NAISER for assistance.
- 3.14 Short-distance transportation, where no licence is required for importation, can be carried out by means of alternative transport in suitable transportation crates. An optimum level of animal welfare must be maintained during the whole transportation process and there must be no risk of the animals escaping.
- 3.15 When animal arrives the PMSK checks the transport documents and coordinates with room manager further transport of the animals. They will be transported from DU-007 to the animal room.
- 3.16 The room manager checks the order number, animal strain and amount of animals in crate and general health status of the animals before they are registered in Science Linker (SL).
- 3.17 Imported animals must be acclimatised for two weeks or in some cases one week after arrival.
- 3.18 For details on the importation of animals with commercial health status, see SOP 7-03 "Reception of animals to the Conventional Unit and KPMe» on KPMs [homepage](#).

4.0 HEALTH, SAFETY AND THE ENVIRONMENT (HSE)

- 4.1 The importation of animals with microorganisms which may pose a danger to humans must be subject to a risk assessment and the Departmental Head and PMSK at KPM are responsible for informing employees and users at KPM and KPMe of this.
- 4.2 The correct protective equipment must be used when handling such animals.

5.0 EQUIPMENT AND MAINTENANCE

- 5.1 Science Linker

6.0 HISTORY AND EDITING

6.1.05.03.2021: written by Katarzyna Joanna Zelewska

6.2.06.04.2021: Frøydis Kilmer

6.3. Revised by Katarzyna Joanna Zelewska 22.05.23

7.0 REFERENCES

7.1 Mähler M. at all. FELASA recommendations for health monitoring of mouse, rat, hamster, guinea pig and rabbit colonies in breeding and experimental units. Lab. Anim. Vol 48, 2014.